



California Regional Water Quality Control Board

Central Valley Region



Terry Tamminen
Secretary for
Environmental
Protection

Robert Schneider, Chair

Arnold Schwarzenegger
Governor

Sacramento Main Office
Internet Address: <http://www.swrcb.ca.gov/rwqcb5>
11020 Sun Center Drive #200 Rancho Cordova, CA 95670-6114
Phone (916) 464-3291

Vacancy Announcement

CENTRAL VALLEY REGIONAL WATER QUALITY CONTROL BOARD **11020 SUN CENTER DRIVE, #200, RANCHO CORDOVA, CA 95670**

STAFF SERVICES ANALYST (RPA 04-150-33)

DUTIES: Under direction of a Senior Water Resource Control Engineer, the incumbent will be responsible for performing duties related to the Regional Board's Underground Tank Program. The duties include, but are not limited to:

- Assist in reviewing groundwater, soil, and vapor analytical data submitted in compliance with staff directives and legislative mandated electronic reporting into the State's Geotracker database.
- Assist staff in the use of the Geotracker database. This includes preparing reports from the Geotracker database for staff use.
- Assist in the review of work plans and prepare analysis to help prioritize staff work using Geotracker database information.
- Assist in analyzing, reviewing, and evaluating monitoring reports. Prepare letters and memos based on evaluations of said reports, for both staff and the regulated public (Responsible Parties).
- Participate in meetings with staff, Responsible Parties, consultants, Cleanup Fund staff, the general public and others. Assist in providing analytical clarification and/or interpretation of groundwater and soil investigation/monitoring data and requirements.
- Assist in preparing items for Executive Officer reports for Board meetings, as they pertain to the Underground Tank Program.

NECESSARY QUALIFICATIONS: Effective communication skills including both verbal and writing skills; ability to work well with other disciplines; good customer service skills; ability to conduct field inspections; proficiency in standard computer applications (e.g. access, word, excel); the ability to work independently; good interpersonal skills; and good organizational skills.

DESIREABLE QUALIFICATIONS: Knowledge of State's Geotracker database system and the Central Valley Regional Board's LUSTIS database; general knowledge of groundwater and soil investigation and monitoring.

WHO MAY APPLY: Applicants must currently be in a SSA position, or possess list, transfer or reinstatement eligibility to the SSA classification. However, eligibility must be attained, and verified, in order to be appointed. Priority will be given to individuals with current reemployment, SROA and surplus status.

Permanent, Full time, Final Filing Date: December 31, 2004 Submit standard application (Form 678) and resume (including at least three references) to Jim Munch at the above address, or fax (916) 464-4800. For further information, contact Jim Munch at (916) 464-4618 or email: jmunch@waterboards.ca.gov